

**DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
IN-PERSON HYBRID MEETING MINUTES
January 19, 2023**

1. Call to Order –Chair Doug Finn opened the meeting at 7:31 am.

2. Roll Call – The following members were present:

Doug Finn, Chair
Mike Fitzpatrick, Treasurer

Shawn Keough, Mayor
Rich Bellas
Deb Schroeder

Phil Mekas – 7:33am
Mike Penn
Randy Willis

Don Darnell, Patrick Becker, and Karen Magdich were absent

Also in attendance were Michelle Aniol, Community Development Manager and Marianne Wendt, Recording Secretary

3. Approval of Minutes

Motion by Willis, with support by Penn to approve the Regular Meeting Minutes of November 17, 2022, with correction to invoice amount for \$75,000.

Motion carries by unanimous voice vote, with Darnell, Becker, and Magdich absent.

4. Approval of Agenda

Motion by Willis, with support by Penn to approve the agenda, as presented.

Motion carries by unanimous vote with Darnell, Becker, Magdich and absent.

5. Pre-Arranged Citizen Participation – There was no pre-arranged participation.

6. Non-Arrangement Citizen Participation - There was no citizens participation.

7. Treasurer's Report – Treasurer Fitzpatrick presented the Treasurers Report, including DDA Cash Balance Report, the Revenues and Expenditures Report, summary of the DDA Debut Fund, and Fiscal Year 2021-2022 Audit, which were included in the meeting packet.

a. Invoices – January 2023 \$3,990

• PSLZ PLLC (248-193-802.001) Annual Audit: \$2,500 • US Bank (394-910-808.002) Bond Fees: \$500 (from December 2022) • (2) Johnson Sign Co., (248-193-880.000) Social District Signs: \$990 (total)

Motion by Willis; support by Penn to approve the invoices in the amount of \$3,990.

Ayes: Schroeder, Willis, Bellas, Keough, Finn, Fitzpatrick, Penn, Mekas

Absent: Darnell, Becker, Magdich

Motion carries

b. Treasurers Report – January 12, 2023

Motion by Keough with support by Schroeder to approve the Treasurer Report.

Ayes: Keough, Schroeder, Finn, Bellas, Penn, Willis, Fitzpatrick, Mekas,

Absent: Darnell, Becker, Magdich

Motion carries

Doug Finn asked to receive an investment statement quarterly.

8. Correspondence/Communications

None

9. New Businesses - No new business

10. Unfinished Business

- a. *Downtown Development Strategic Plan update 2023 – Consider DDA RFP Committee and staff recommendation of firms to interview. Ms. Aniol summarized the discussion and findings from the DDA RFP Committee meeting and identified the 3 firms being recommended for interviews; CWA, McKenna and CIB.*

Discussion:

Keough will be drafting a letter to Dexter Residents asking them to participate in a Citizens Council to review this plan. Keough will appoint 12 citizens.

Ms. Aniol will research the cost of the last strategic plan and provide to the RFP Committee.

Motion by Willis with support by Schroeder to allow the DDA RFP Committee to conduct 3 interviews of the firms CIB, CWA and McKenna, with the caveat that staff conduct a reference check first of the 3 firms.

Ayes: Bellas, Mekas, Finn, Fitzpatrick, Keough, Penn, Willis, Schroeder,

Absent: Darnell, Becker, Magdich

Motion carries

11. Reports

- a. **Mayor** – Mayor Keough summarized his report, which was included in the packet and provided a verbal update on the fire station and goal setting sessions starting in February.
- b. **Staff** – Ms. Aniol summarized her report, which was included in the packet. 3045 Broad St. Committee meeting has been pushed back to January 31st because the market study is taking longer to complete. Signs for the social district should be set up the beginning of February.

12. Chairman's Report Next meeting: February 16, 2023.

13. Non-Arranged Citizen Participation - There was no citizens participation.

14. Adjournment Motion Fitzpatrick by with support by Willis to adjourn meeting at 8:44 am.

Motion carries by unanimous voice vote with Darnell, Becker, and Magdich absent.

Respectfully submitted

Approved for filing: February 16, 2023

Marianne Wendt
Recording Secretary
City of Dexter